



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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Dear Sir/Madam,

MEETING OF THE ALLOTMENTS SUB-COMMITTEE

I hereby give you Notice that a Meeting of the Allotments Sub-Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **6.30pm** on **TUESDAY 17th NOVEMBER 2015**

The meeting that was scheduled for the 3rd November 2015 did not proceed as the Committee was non-quorate.

All Members of the Allotments Sub-Committee are hereby summoned to attend for the purpose of considering and resolving upon the Business to be transacted as set out hereunder.

PLEASE NOTE THE START TIME

DATED THIS 10th NOVEMBER 2015

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcements and Apologies for Absence
2. Declarations of Interest
3. Ratification of the co-opted members as recommended by the AGM held on 13th October 2015 of Mr. P. Carpenter, Mr. C. Penfold, Mrs. L. Russell and Miss. S. Trodd, as co-opted non-voting members of the Sub-Committee
4. To approve the Minutes of the Meeting held on 2nd June 2015
5. Matters Arising from the Minutes which are not separate Agenda items
6. Ratification of expenditure for refreshments at the AGM held on 13th October 2015
7. Further consideration of Public Liability Insurance – this item was deferred from the meeting 2nd June 2015 Min.13 refers
8. Consideration of any matters raised by Tenants at AGM held on 13th October 2015 including; review of eviction procedure for uncultivated plots, paths & edges, compost & rubbish bins, fencelines, gate entrances and bees
9. Health and Safety Risk Assessment at the Allotments

10. Report on lettings
11. Reports from Allotment Holders including report on plot conditions
12. Correspondence

THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED